

Position Vacancy

Store Worker (EWA/Part-Time)

The Employees Welfare Association (EWA) of the U.S. Embassy Tokyo is seeking an individual for the position of Store Worker located at the U.S. Embassy Housing Compound in Akasaka Ward, Tokyo.

OPEN TO: All interested parties
POSITION: Store Worker
OPENING DATE: Feb 1, 2010
CLOSING DATE: Until Filled
WORK HOURS: Part Time 40 hours or less/week
(Including U.S. and Japanese Holidays)
SALARY: 1,000 yen/hour (\$10.00)

PLEASE NOTE:

1. Only candidates selected for an interview will be contacted
2. U.S. taxes will be deducted for U.S. citizens.
3. This position is not a U.S. Federal Government position.
4. The EWA will not sponsor work visas in Japan. Candidates must obtain a residency permit.

BASIC FUNCTIONS OF POSITION:

EWA is a private association of employees of the U.S. Embassy Tokyo. Incumbent will primarily assist the Store Manager with duties/responsibilities within the EWA Store. Duties include, but not limited to, clerical functions, preparation of stock orders, computer data entry, cashier, stocking, count money, customer service, and cleaning.

QUALIFICATIONS REQUIRED:

1. Education: Completion of Secondary School required
2. Prior Work Experience: 1-2 years experience related to cashier and stocking duties
3. Language Proficiency: Clear understanding and ability to speak, read, and write English
4. Knowledge:
 - a. Good working knowledge of First In First Out (FIFO)
 - b. Basic working knowledge of computers
 - c. Basic working knowledge of office administration/clerical/ filing
5. Skills: Accuracy and attention to detail a must. Quick learner. Excellent customer service skills a must. Good verbal communicator.
6. Abilities:
 - a. Able to lift up to 50 pounds
 - b. Licensed to drive a 4 Ton truck a plus

SELECTION CRITERIA:

1. All qualified candidates with a residency permit in Japan are encouraged to apply.
2. A successful background investigation will be required prior to employment.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. A current resume or curriculum vitae.
2. Copies of all certificates, degrees earned, or school/college transcripts that address the qualification requirements of this position.
3. A copy of proof of residency permit in Japan.
4. References requested

SUBMIT APPLICATIONS TO:

Employees Welfare Association
Attn: Ms. Yoko Shimizu
10-5, Akasaka 1-Chome
Minato-ku, Tokyo 107-8420

TEL: 03-3224-6787
FAX: 03-3224-6788

Or E-mail: ewaofficemanager@gmail.com